

Instructions for Completing Form LIQ-871

RETAILER RECEIVING DIRECT SHIPMENT SUMMARY REPORT

This report must be completed by Retailers with Direct Shipment Privilege each month and postmarked on or before the 20th of the following month. When the 20th falls on a Saturday, Sunday, or legal holiday, the U.S. Postal Service must postmark the filing no later than the next postal business day. Report all shipments in the month the shipment arrives, regardless of invoice date. A report must be filed for each month, including months in which no shipments are received.

License Number: Your Liquor Control Board Licensee Number.
License Name: Name per license number entered.
Location Address: Location address per license number entered.
City, State, Zip: City, State and Zip Code per license number entered

MONTH: Enter Reporting month. (Month shipment is received at YOUR location)
YEAR: Enter current year

Revision report (check box): Changes that need to be made to your original report, by either adding only that which was not included or subtract from original amounts by a negative number.

Please complete the numbered fields as follows: Numbers below correspond to numbers on form.

Enter the information as shown. **If none, enter Zero.** (Round two decimal places)

	Current licensee lists are available at LCB website: (see below)
(1)	Enter Liquor Control Board Supplier License Number in column 1
(2)	Enter Supplier name then Supplier city.
(3)	Enter total liters of wine received <u>directly</u> from <u>Supplier</u> for that reporting month. <i>Use only one line per supplier.</i> (Do not enter wine received from a Washington State Distributor/Importer.)
(4)	Enter total gallons of Beer received <u>directly</u> from <u>Supplier</u> for that reporting month. <i>Use only one line per supplier.</i> (Do not enter beer received from a Washington State Distributor/Importer.)
(5)	When using multiple pages of form LIQ-871, calculate Total Wine (Liters) and/or Total Beer (Gallons) from all other pages and enter in appropriate field.
(6)	Enter Grand Total of Wine Liters and Beer Gallons received directly from Supplier for reporting month.

Certified True and Correct Under Penalty of Perjury	
	Signature of Person Completing Form: MUST SIGN IF PAPER FORM IS MAILED
	Enter printed Name of person who completed form.
	Enter date form completed.
	Enter telephone number of person who completed form.

Wine Standard 9 Liter case: 750 ml bottles X 12 per case = 9 Liters
 1.5 liter bottles X 6 per case = 9 Liters
 375 ml bottles X 24 per case = 9 Liters

Beer Standard cases: 12 oz cans/bottles X 24 per case = 2.25 Gallons
 12 oz cans/bottles X 12 per case = 1.13 Gallons

Current license lists and reporting forms are available at LCB website:

<http://www.liq.wa.gov/publications/WineandBeer.asp>

Questions may be e-mailed to: beerwinetaxes@liq.wa.gov